

# Vacancy Announcement



**U.S. Embassy Copenhagen**

<b>ANNOUNCEMENT NUMBER: VA 12-09</b>	<b>SUBJECT: Commercial Assistant</b>	<b>August 10, 2012</b>
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**OPEN TO:** All interested candidates/All sources

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**POSITION:** Commercial Assistant

**OPENING DATE:** August 10, 2012

**CLOSING DATE:** September 7, 2012

**WORK HOURS:** Full-time; 40 hours per week

**SALARY:** Ordinarily Resident (OR) 482,212 p.a. FSN 9

Non-Ordinarily Resident (NOR) \$50,043 p.a. FP 05  
(Grade and step will be determined by EUR/IO-HR)

Appointment will be made at a grade below the full performance level of the position.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Copies of Work/Residency permits must be included with your application to be considered for the position.**

The American Embassy in Copenhagen is seeking an individual to fill the position of Commercial Assistant (Advisor) in the Foreign Commercial Section.

**BASIC FUNCTION OF THE POSITION.**

The Commercial Assistant (Advisor) provides a full range of services to U.S. clients and host country businesses. He/she is responsible for promoting assigned industry sectors on a national

or regional basis and counsels and assists U.S. firms with marketing and market entry strategies. The incumbent monitors and reports trade opportunities; plans, organizes, implements and supports trade events; researches and analyzes market trends and drafts market research reports; and serves on U.S. Department of Commerce Industry teams. He/she assists host country firms in finding new U.S. products, services and suppliers and provides support for official U.S. visitors. The incumbent works independently, under guidelines established by the Head of Section and is the office's Systems Administrator and Webmaster.

A copy of the complete position description listing all major duties and responsibilities is attached at the end of the Vacancy Announcement.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Bachelor's degree in economics, marketing, business administration, international trade or other closely related field required.
- 2. Prior Work Experience:** 2 years of progressively responsible experience in business, government or NGOs in the field of marketing, trade promotion, economics, international trade or similar field required.
- 3. Language Proficiency:** English and Danish level 4 (fluent) written and spoken required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** Thorough understanding of the domestic economy and its business customs, practices, marketing channels, laws, regulations, and policies required.
- 5. Skills and Abilities:** Ability to deal with a range of domestic and U.S. contacts; well-developed counseling skills, combined with sales and marketing skills; good analytical skills; competence with the Internet and Microsoft Office programs; and ability to juggle concurrent work projects with competing deadlines required.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested candidates for this position must submit a cover letter specific for this position and the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may leave out personally identifiable information (PII) to protect your identity when forwarding your application e.g. your social security number.

#### **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by emailing the application package to:  
[CopenhagenHRVacancy@state.gov](mailto:CopenhagenHRVacancy@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

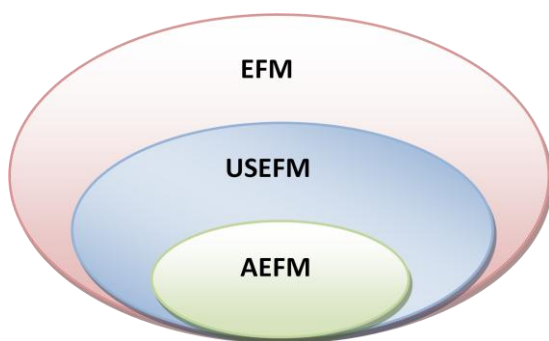
Your e-mail must state the vacancy announcement number and your name in the subject line. Your application package must be received by the HR Office by the closing date cob.

## **CLOSING DATE FOR THIS POSITION: 7 September, 2012**

The U.S. Mission in Copenhagen provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### **Appendix A DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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**U.S. Embassy Copenhagen**

<p><b>ANNOUNCEMENT NUMBER: 12-09</b></p>	<p><b>SUBJECT: Commercial Assistant</b></p> <p><b>MAJOR DUTIES AND RESPONSIBILITIES</b></p>	<p><b>DATE: August 10, 2012</b></p>
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## **14. Major Duties and Responsibilities**

- a) Trade Events (25% of time)
- b) Business Matchmaking and other client services (25% of time)
- c) Business Counseling, Advocacy and outreach (25% of time)
- d) Market Research (15% of time)
- e) IT systems manager and webmaster (10% of time)

### **TRADE EVENTS**

The incumbent has responsibility for trade events (trade missions, exhibitions, seminars, videoconferences, etc.) within assigned sectors and works to implement them as the leader or participant of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff, as well as trade associations and/or trade fair authorities). Specific responsibilities include recruiting suitable U.S. companies, identifying suitable local contacts, promoting the U.S. company and its products, coordinating logistics and event/meeting schedules, preparing promotional materials, drafting market research and briefing materials, preparing and monitoring budgets, supervising contractors, negotiating with vendors, and preparing end-of-show reports. He/she follows up with clients for all events, products, and services in assigned sectors to identify and report success stories. He/she also tracks client satisfaction and reports results for use in implementing improvements for future events, services, and procedures. The incumbent also identifies the most important trade shows in the U.S. and organizes groups of host country buyers to attend them and briefs local buyer groups on U.S. business practices and advises them in partnering with appropriate U.S. firms.

#### **BUSINESS MATCHMAKING AND OTHER CLIENT SERVICES**

The incumbent is responsible for recruiting U.S. companies and providing the Gold Key Service (GKS) and International Partner Search (IPS) matchmaking programs in assigned sectors. The incumbent is charged with making business appointments according to the client's marketing objectives. He/she seeks out and verifies current market information from industry and trade sources that match marketing objectives of participants; identifies distributors, representatives, or joint venture candidates for GKS clients; and solicits interest from local firms by conducting extensive outreach (telephone, email, personal visit) campaigns. The incumbent is also responsible for planning and executing Single Company Promotions held at the Embassy and plays a key role in promoting events on the internet and keep the Business Service Providers (BSP) program up to date.

#### **BUSINESS COUNSELING, ADVOCACY AND OUTREACH**

The incumbent counsels U.S. companies, the Regional SCO and other Commercial Service and USG officials, on sectors of assigned responsibility. He/she develops and maintains a significant range of host country contacts, including mid-level government officials, industry contacts, and trade associations. He/she uses these contacts to identify trade issues, resolve regulatory complaints, and develop trade opportunities and potential partners for U.S. firms. The incumbent monitors regulatory matters affecting assigned sectors as well as general trade issues -- including laws, regulations, standards, procedures, and other legal issues -- affecting the importation of U.S. goods, services and tourist travel to the United States. The incumbent applies this information when counseling U.S. companies on strategies for market entry and participation in major projects. He/she responds to trade inquiries from U.S. firms seeking to export, as well as requests from local firms and or government institutions interested in buying U.S. products and services. He/she prepares talking points in both English and host country language. The incumbent works with CS industry sector teams and domestic Export Assistance Centers to maximize market opportunities for U.S. firms and ensure proper coordination of programs and counseling. At International Buyer Program events, incumbent counsels U.S. exhibitors and visitors about market opportunities in host country.

#### **MARKET RESEARCH**



The incumbent prepares market studies in assigned sectors, including statistics and forecasting trends in trade, production and markets, assuring accuracy, completeness and reliability in the final report. Sources of information include official government contacts and reports, industry and trade association contacts and reports, trade directories, web sites. When formal statistical estimate data. The incumbent also compiles analyses indicating the effect of local laws, policies, and business practices on U.S. trade and investment. Types of market studies produced include Customized Market Researches and sections of the Country Commercial Guide (CCG).

#### **IT SYSTEMS MANAGER, WEBMASTER and ADMIN BACKUP**

Serves as IT Systems Manager, with responsibility for doing daily backup tapes for LAN and coordinating all service requirements with the USDOC Help Desk. Will acquire knowledge of FCS hardware and software to be able to meet office IT requirements and assist other FSN Specialists with computer problems. He/she supports the management of any outside IT contracts and monitors their work, when needed. Is also the section's Webmaster and works independently on updating CS Copenhagen's website. He/she is also the back-up on administrative issues covering the day-to-day duties, such as inventory, filing, payment of bills, T&A, reporting in E-menu and other office tasks.